

North Carolina Cost Share Programs Review Summary  
FY2021

County	<u>Mitchell</u>	Date of Previous Review/Report	<u>2014</u>
District Staff Name(s)	<u>Mark Byrd, Abigail Griffith</u>	Date	<u>5/11-12/2021</u>
NRCS Staff Name(s)	<u>Renee Ray, David Tucker</u>		
Division Representative(s)	<u>Ken Parks, Cayle Aldridge</u>		
Additional Participants	<u></u>		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	Meetings are in the last Wednesday of each month.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?	X				Notices are posted on the office door, county municipal building and newspaper and county website.		X			

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Please describe the district’s process for providing assistance to applicants by assessing resource concerns to determine if a BMP is “needed and feasible” and then developing the conservation plan.				X	The technician checks to determine eligibility then does a site visit to see resource concerns. Goes out with NRCS staff also. The conservation planning process is started then.		X			
Does the district provide technical assistance without cost share funds?				X	Yes		X			
What type of technical assistance is provided without cost share funds?				X	Helps with streambank concerns and drinking water concerns with cattle.		X			
How does the district prioritize which applicants get funded? Do you prioritize certain watersheds, BMPs, type of operation, first come - first served, etc?				X	The district does prioritize using the ranking forms and certain watersheds.		X			
Once each application is considered, what does the district do with the score? Do you fund based on the score, use another system to prioritize, create eligibility categories, or other?				X	The district ranks the application by the ranking score. No other system is used.		X			
Describe the process the district follows when there is a tie on applicants’ scores.				X	The applicant signed up the longest gets the funding.		X			
Does the district purposefully withhold a percentage of funds until a later date in the program year to be able to fund higher quality projects (more water quality or water quantity benefits) or does the district fund applications until it runs out of funding each batching period?				X	No, the district funds all the applications until the funds run out.		X			


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Does the district automatically fund cooperators who applied but did not get funded in the previous program year due to lack of funds or does it re-rank them with new applications?				X	No, the applications are not automatically funded and are re-ranked each year.		X			
Are applications, contracts and requests for payments reviewed and approved by the Board as a separate action item?				X	Yes, see 8/28/2020 minutes and 9/25/2020.		X			
Are application, contracts and requests for payments motions/decisions recorded in the board minutes?				X	Yes		X			
Has your district delegated signature authority for requests for payments to be approved outside of board meetings? How are they recorded in your board meeting minutes?			X		Yes, however the RFPs signed by designated authority were being voted on again and not in the minutes as an information item.	X		Corrective action has been implemented and recorded in the June meeting minutes 2021.	Immediately	Plan of action accepted. No further action required.
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice?				X	N/A		X			
If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	N/A		X			

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At what point in the application process does the district develop the contract? (After Ranking, After Application Approved?) Describe this process.				X	The staff starts with maps and other contract information and conservation plan and then enter this in CS2.		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	The applicant comes into the office and the staff goes over the contract in detail and makes them copies. They also tell them the they cannot start work until the contract is approved by the division.		X			
What procedures do you follow for notifying the applicant that work can begin?				X	A letter is sent and given a phone call also.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	The district staff has them to abstain from voting.		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes.		X			
Is each contract reviewed in detail with the board before approval? Do you project CS2?				X	Yes, they do not project at this time.		X			
What information do you provide the applicant?				X	A copy of the plan map and all contract documentation.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	A site visit is conducted to check on the progress of the implementation and offer assistance if needed.		X			


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How do you track the Commission’s interim performance milestone? One-third of the work must be completed within 12 months of division approval. Are you using CS2?				X	The district staff calls or meets with them to ensure that the 1/3 <sup>rd</sup> policy is being followed. A spreadsheet is used to track these.		X			
If 1/3 of the work has not been completed within 12 months and the cooperators requests additional time, is the district recording 6-month extensions in the board minutes?				X	None at this time.		X			
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards?				X	The staff inspects the BMP sometimes along with the engineer. The staff uses as-built maps for documentation. It is also documented in the 6 notes. Photos are included also.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, the BMP are remeasured.		X			
<b>Section 2: Spot Checks and Compliance Issues</b> Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.				X	Yes		X			


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How does the district notify the NRCS area office or division to conduct spot checks for contracts that need to be spot checked by someone outside of the district? (Refer to <a href="#">Spot Check Policy</a> )				X	The district staff contacted NRCS.		X			
How does your district notify individuals that have BMPs that are out of compliance or need maintenance? (Refer to <a href="#">Non-Compliance Policy</a> )				X	The staff calls the individuals first and then sends a letter.		X			
How are supervisors notified of BMPs that are out of compliance or need maintenance at any time throughout the year?				X	They are notified at a board meeting.		X			
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	N/A		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation: contract numbers and/or names.				X	N/A		X			
Is the district notifying the division of non-compliance and resolutions?				X	Yes		X			
<b>Section 3: Record Keeping</b> Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										
Do you use the CS2 reports to show the board available program funds, encumbrances and expenditures?				X	Uses a spreadsheet.		X			
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	These funds are tracked by the district and a CPA firm does an annual audit and keeps the books for the district.		X			


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					The last audit was done on July 31, 2020 by Jamie M. Miller, CPA, PLLC.					
Who in the office does work for Cost Share Programs?				X	Mark and Abigail		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA. (Print a copy of what is in the data base. Does it match the district's version?)				X	Yes		X			
<b>Section 4: Contract Reviews and Site Visits</b> Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										


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Contract Number: 61-2015-502 (CCAP) Applicant Name: Mitchell Co. Economic Development BMP: Bioretention Pond 				X	The BMP was functioning properly and looked good. Documentation in the file looked good.		X			




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<p>Contract Number: 61-2021-007 Applicant Name: Steve Wilson (supervisor) BMP: Livestock Feeding Area, Manure Spreader</p> 				X	The BMP was functioning properly and looked good. Documentation in the file looked good.		X			


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<p>Contract Number: 61-2019-801 (AgWRAP) Applicant Name: Betty Hughes BMP: Water Supply Well</p> 				X	The BMP was functioning properly and looked good. Documentation in the file looked good.		X			


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Contract Number: 61-2018-003 Applicant Name: John Deyton BMP: Livestock well, Fencing, Tanks  				X	The BMPs were functioning properly and looked good. Documentation in the file looked good.		X			


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Contract Number: 61-2020-003 Applicant Name: Donald Masters (supervisor) BMP: Ag. Road Repair/Stabilization, Fencing, Pasture Renovation 				X	The BMPs were functioning properly and looked good. The documentation in the file looked good.		X			

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Contract Number: 61-2011-018 Applicant Name: Harrell Hill Farm (supervisor) BMP: Tanks, Pasture Renovation  				X	The BMPs were functioning properly and looked good. The documentation in the file looked good.		X			




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Contract Number: 61-2017-804 (AgWRAP) Applicant Name: Harrell Hill Farm (supervisor) BMP: Irrigation Pond  				X	The BMPs were functioning properly and looked good. The documentation in the file looked good.		X			

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Contract Number: 61-2018-801 (AgWRAP) Applicant Name: Donald Masters (supervisor) BMP: Water Supply Well  				X	The BMPs were functioning properly and looked good. The documentation in the file looked good.		X			

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Contract Number: 61-2013-002 Applicant Name: Doug Silver BMP: Ag. Road Repair/Stabilization  				X	The BMPs were functioning properly and looked good. The documentation in the file looked good.		X			



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Contract Number: 61-2016-007 Applicant Name: Michael Robinson BMP: Spring Development, Heavy Use Area 				X	The BMPs were functioning properly and looked good. The documentation in the file looked good.		X			
General Contract Summary										